

Bulk Text Replacement for Word – User Manual

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Getting started

Opening the application

- **From file explorer:** Right-click on a Word document → "Open with" → Select the Python script or use the context menu entry.
- **From command line:** `python word_text_replacer_single_with_add.py [optional_file_path]`.
- **Direct launch:** Double-click the Python script or the executable.

Interface overview

The application features:

- **File management section:** Add, remove, and manage Word documents (hyperlink check included).
- **nbsp check:** Check your search/replace box for non-breaking spaces.
- **Search box:** Enter text to find.
- **Replace box:** Enter replacement text.
- **Options:** Backup creation and case sensitivity.
- **Action buttons:** Preview, Standard Replace & Advanced Replace.

File management

Adding files

- **Add more files button:** Select multiple Word documents (.docx, .doc, .docm).
- **Keyboard shortcut:** Ctrl+O

Managing files


- **Remove selected:** Select files in the list and click "Remove selected" or press Delete.
- **Clear all:** Remove all files from the list.
- **File count:** Displayed in the bottom-right of the file section.

Text input features

Search and Replace boxes

- **Multi-line support:** Both boxes support multiple lines of text.
- **Tab navigation:** Use Tab to move between boxes.
- **Undo/Redo:** Ctrl+Z (undo), Ctrl+Y (redo)

Paste clipboard feature

-  **Paste clipboard buttons:** Available for both search and replace boxes.
- **Function:** Instantly paste clipboard content, replacing existing text.
- **Use case:** Quickly insert copied text from other applications.


Non-breaking spaces

Non-breaking spaces (nbsp) prevent line breaks between words and are common in professional documents.

How to insert:

1. **Shortcut method:** Press Shift+Space in either text box.
2. **Manual method:** Type _nbsp_ anywhere in your text.

Processing:







- The application automatically converts _nbsp_ placeholders to actual non-breaking spaces.
-  **nbsp check:** Shows count of non-breaking spaces in your search/replace text.
- **Use cases:** Maintaining formatting in text, preventing awkward line breaks.

Replacement methods


Standard Replace (⚡ Fast)

Speed: Very fast processing

Coverage: Main document content only

-  Paragraphs and text
-  Tables and cells
-  Headers and footers
-  Shapes and text boxes
-  Footnotes and endnotes
-  Form fields

Hyperlink behavior:

-  **Important:** Updates hyperlink display text but **removes the actual link**.
- Only use if you're not modifying hyperlink text!







Best for:

- Large documents without “special content like shapes, forms ...).
- Simple text replacements.
- When speed is priority.
- Documents without hyperlinks in replacement areas.


Advanced Replace (🛠 Comprehensive)

Speed: Slower processing (uses VBScript + Microsoft Word).

Coverage: Complete document coverage.

-  All Standard Replace areas
-  Headers and footers
-  Shapes and text boxes
-  Footnotes and endnotes
-  Form fields
-  **Hyperlinks (preserves links while updating display text)**

Hyperlink behavior:






-  **Preserves hyperlinks** while updating display text.
- Safe for documents with hyperlinks.

Best for:






- Documents with hyperlinks.
- Complex documents with headers/footers.
- Documents with shapes or text boxes.
- When complete coverage is needed.

Best practices

When to use Standard Replace

-  Large batch operations (100+ files).
-  Simple text in paragraphs and tables.
-  No hyperlinks in replacement text.
-  Speed is important.
-  Basic formatting preservation.

When to use Advanced Replace

-  Documents with hyperlinks being modified.
-  Text in headers, footers, or shapes.
-  Complex documents with multiple content areas.
-  Complete coverage needed.
-  Professional document formatting.

File preparation tips

1. **Close Word documents:** Ensure files aren't open in Microsoft Word.
2. **Backup important files:** Enable backup option for critical documents.
3. **Test first:** Use preview to verify matches before replacing.
4. **Check hyperlinks:** Run hyperlink check for documents with links.

Hyperlink management

Hyperlink check feature

 **Hyperlink check button:** Scans selected files for hyperlinks.

What it shows:

- Total hyperlinks found.
- Files containing hyperlinks.

Recommendations:

- **No hyperlinks found:** Both methods are safe to use.
- **Hyperlinks found:**
 - Use **Advanced Replace** if modifying hyperlink display text.
 - Use **Standard Replace** if not touching hyperlink text (faster).

Hyperlink safety guidelines

Scenario	Standard Replace	Advanced Replace
No hyperlinks in document	✓ Safe & fast	✓ Safe but slower
Hyperlinks present, not being modified	✓ Safe & fast	✓ Safe
Hyperlinks present, display text being modified	✗ Breaks links	✓ Preserves links

Preview options

Standard Preview (fast)

- **Coverage:** Main content only (paragraphs + tables).
- **Speed:** Very fast.
- **Use:** Quick check for main document text.
- **Matches:** Shows what Standard Replace will find.

Advanced Preview (comprehensive)

- **Coverage:** All document areas (same as Advanced Replace).
- **Speed:** Slower (uses VBScript).
- **Use:** Complete analysis of all document areas.
- **Matches:** Shows what Advanced Replace will find.

Options and settings

Case sensitivity

- **Unchecked** (default): Case-insensitive search ("Hello" matches "hello", "HELLO").
- **Checked**: Case-sensitive search ("Hello" only matches "Hello").

Backup files

- **Purpose**: Creates safety copies before modification.
- **File Extension**: .backup added to original filename.
- **Example**: forza_inter.docx → forza_inter.docx.backup.

Restore from backup

1. **Locate backup**: Find the .backup file in the same folder.
2. **Remove extension**: Remove the .backup extension by renaming the file.

[Keyboard shortcuts](#)

Global shortcuts (work anywhere)

Shortcut	Action
F5	Preview
Ctrl+Enter	Standard Replace
Shift+Enter	Advanced Replace
Ctrl+O	Add more files
Escape or Ctrl+Q	Close application

Navigation

Shortcut	Action
Ctrl+1	Focus Search box
Ctrl+2	Focus Replace box
Tab	Switch between boxes

Text editing

Shortcut	Action
Ctrl+Tab	Insert tab character (\t)
Ctrl+Z	Undo
Ctrl+Y	Redo
Shift+Space	Insert non-breaking space (<i>nbsp</i>)

File management (when file list is focused)

Shortcut	Action
Delete	Remove selected files

Technical requirements

- **Python 3.x** with tkinter (not needed when using the executable)
- **python-docx** library (not needed when using the executable)
- **Microsoft Word** (for Advanced Replace)
- **Windows** (for VBScript integration)

Troubleshooting

Common Issues

"VBScript not found": Advanced Replace requires word_advanced_replace.vbs in the same folder. (Won't pop up if you use the executable.)

"Document is locked": Close the file in Microsoft Word before processing.

"Permission denied": Ensure you have write access to the file location.

Error recovery

- **Backup files**: Always available if backup option was enabled.
- **Partial processing**: If some files fail, successful ones are still processed.
- **Error messages**: Detailed error information provided in results window.

All good things come to an end and so does this manual. 😊 But before finalizing it, one more thing: The tool is free and I am happy with sharing it with whoever wants to use it. If you want, you can [buy me a coffee](#). ☕👤 And connect with [me](#)!